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**4000                      Senior Community Service Employment Program (SCSEP)**

**4001                      Overview**

The Senior Community Service Employment Program (SCSEP) fosters useful part-time training opportunities in community service skills for unemployed low-income persons who are 55 years of age or older who have poor employment prospects and also fosters individual economic self-sufficiency and increases the number of older persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors.

This chapter provides an outline of the Aging and Adult Administration operational principles and procedures for the Senior Community Service Employment Program. **This policy chapter is subject to change as additional information and/or regulations are received from the U.S. Department of Labor.**

*Reference: Older Americans Act of 1965, as Amended in 2000, P.L. 106-501, Title V; 20 CFR 641; 20 CFR 674.302, 20 CFR 674.305, (3)(7), 20 CFR 674.306, Workforce Investment Act Of 1998, 20.CFR.660, Jobs for Veterans Act of 2002, P.L. 107-288, §4215; Fair Labor Standards Act of 1938 (29U.S.C.201 et seq.)*

**4002                      Operational Principles**

4002.1 The SCSEP is a required partner under the Workforce Investment Act. (WIA). As such it is part of the One Stop Delivery System. SCSEP staff are required to follow all applicable rules under the WIA and related regulations.

4002.2 SCSEP resources may only be used to provide SCSEP services to SCSEP eligible individuals and to provide eligible and ineligible individuals with access to other activities and programs carried out by other One-Stop partners.

4002.3 SCSEP staff shall use methods of recruitment and selection that ensure the maximum number of eligible individuals will have an opportunity to participate in the program, including notification to the One-Stop System of participant openings.

4002.4 The SCSEP provides training opportunities to participants that lead to increased participant self sufficiency by:

- A) Helping participants develop a sense of personal and occupational identity including defining realistic job goals.
- B) Helping participants develop sufficient job related knowledge and flexibility so that they will not be confined to one job but can transfer to another as opportunities for advancement arise.
- C) Helping participants develop personal and social skills needed for successful job performance.
- D) Helping participants accept and utilize supervision needed for successful job performance.

4002.5 Established grievance procedures shall be provided to participants.

4002.6 SCSEP may establish limits on the amount of time that participants are at any community service training assignment.

#### **4003 Operational Procedures for Eligibility**

4003.1 Recruitment efforts shall be designed, to the extent feasible, to assure equitable distribution in reaching out to the priority groups identified in section 4004.

4003.2 In order to be eligible for SCSEP, the following criteria must be met:

- A) An individual 55 years of age or older.
- B) Is a member of a family with a household income that is not more than 125% of the current U. S. Department of Health and Human Services Poverty Guidelines.
  - 1) Annual household income must be determined by computing the actual includable income for the prior 6 months. The includable income is then annualized.
  - 2) The following income are included:
    - a. Earnings
    - b. Unemployment compensation
    - c. Social Security, including Social Security Disability Insurance
    - d. Veterans' payments
    - e. Survivor benefits
    - f. Pension or retirement income
    - g. Interest
    - h. Dividends
    - i. Rents, royalties, estates and trusts
    - j. Educational assistance
    - k. Alimony
    - l. Financial assistance from outside of the household
    - m. Other income
  - 3) The following income are excluded:
    - a. Capital gains
    - b. Withdrawal of bank deposits
    - c. Money borrowed
    - d. Tax refunds
    - e. Gifts
    - f. Lump-sum inheritances or insurance payments
    - g. Supplementary Security Income
    - h. Public assistance including income from other employment and training programs
    - i. Disability benefits, except Social Security Disability Insurance
    - j. All forms of child support
    - k. Worker's Compensation
    - l. The first \$2000 of certain per capita fund distributions to Indians

- 4) For current definitions and examples of income guidelines, go to the Training and Employment Guidance Letters and Older Worker Bulletins found on the Department of Labor's website at <http://wdr.doleta.gov/directives/>.

C) Resides in the state of Arizona upon enrollment.

D) Is unemployed upon enrollment.

E) Is eligible to work.

4003.3 Verification of continued income eligibility must be conducted every 12 months, or as circumstance require, for individuals who become SCSEP participants.

4003.4 Individuals may be dual eligible for SCSEP and WIA programs.

4003.5 Applicants who are determined to be ineligible for the SCSEP should be given a reason for non-enrollment and, when feasible, should be referred to other potential sources of assistance. If the applicant is job ready, the applicant should be referred to the WIA One-Stop Centers.

#### **4004 Operational Procedures for Enrollment**

4004.1 Enrollment priorities for participation in the SCSEP are separated by age group in descending order of priority as follows:

- A) Individuals who are 60 years of age or older and
  - 1) Veterans and qualified spouses who meet special consideration criteria (if feasible).
  - 2) Veterans and qualified spouses who do not meet criteria.
  - 3) Non-Veterans who meet criteria (if feasible).
  - 4) Non-Veterans who do not meet criteria.
- B) Individuals who are 55 years of age or older and
  - 1) Veterans and qualified spouses who meet special consideration criteria (if feasible).
  - 2) Veterans and qualified spouses who do not meet criteria.
  - 3) Non-veterans who meet criteria (if feasible).
  - 4) Non-veterans who do not meet criteria.
- C) Special consideration preferences for persons with incomes below the poverty level, poor employment prospects, greatest social and/or economic need, minorities, limited English speaking, and Native Americans

4004.2 The most current versions of the following documents shall be completed during enrollment:

- A) SCSEP Participant Form (Exhibit 4000A)
- B) Applicant's Confidential Statement of Income (Exhibit 4000B)
- C) I-9 Employment Eligibility Verification (Exhibit 4000C)

- D) Participant Handbook Acknowledgement sheet (Exhibit 4000D, Spanish 4000E)
- E) Physical Examination Statement (Exhibit 4000F)
- F) Applicable tax withholding forms

4004.3 In the event a participant transfers from one SCSEP to another, eligibility must be immediately determined as described in 4003.

4004.4 The participant shall be provided an orientation to the program and assessed prior to being assigned to a community service training opportunity as described in section 4005 and 4006.

4004.5 Participants must be re-certified at least every 12 months, to determine eligibility for continued enrollment. NOTE: Effective March 1, 2007 all participants will be recertified for eligibility between March and May of each program year.

- A) Participants and their host agency supervisors shall be provided with written notification at least 30 days prior to the date the re-certification is scheduled to occur.
- B) Re-certification shall be conducted in-person with the participant. The documents identified in 4004.2.A, B, and E shall be completed during the re-certification.
- C) Participants who are determined during re-certification to be ineligible for continued enrollment shall be given immediate written notice that enrollment will be terminated 30 days after date of notice as described in 4009. When feasible, the participant should be referred to other potential sources of assistance.

4004.6 For those individuals re-enrolling after termination from the SCSEP, eligibility must be determined as described in 4003.

4004.7 Should funding be available, SCSEP staff may over-enroll eligible individuals on a short-term basis. Over-enrollment levels may match the annual Service Level goal as determined by the US Department of Labor. SCSEP participants in the over enrolled assignments shall be informed in writing that the assignment is short-term.

## **4005 Operational Procedures for SCSEP Orientation**

4005.1 SCSEP orientation must be provided to all new enrollees within 10 days of enrollment.

- A) Orientation to the SCSEP must be provided to all new enrollees before they begin a community service assignment. Enrollees shall not be compensated for their attendance. Program orientation will be held during normal business hours and shall include the following:
  - 1) Goals and objectives of the SCSEP to include training opportunities and supportive services.
  - 2) Participant's rights and responsibilities.

- 3) SCSEP Assessment Guide (Exhibit 4000G)
  - 4) Individual Employment Plan (Exhibit 4000H) and plans for transition to unsubsidized employment.
  - 5) Permitted and prohibited political activities.
  - 6) An overview of:
    - a. The Americans With Disabilities Act (ADA).
    - b. The Drug-Free Workplace Act.
    - c. The Age Discrimination in Employment Act (ADEA).
  - 7) Grievance procedures.
- B) Orientation to the host agency must be provided to a participant before they begin the community service assignment at the host agency. Participants shall be compensated for their attendance. Orientation to the host agency will be held during normal business hours and shall include the following:
- 1) Community Service assignment location, description, schedule, and supervisor's name.
  - 2) Administrative procedures.
  - 3) Plans for transition to unsubsidized employment as described in section 4006.2.

4005.2 Participants must be provided with the Participant Handbook (Exhibit 4000D, Spanish 4000E) during the orientation. Each participant must indicate that they have received the Participant Handbook by signing the acknowledgement form. Alternative formats are available upon request by calling (602) 542-4446.

#### **4006 Operational Procedures for SCSEP Assessment and Individual Employment Plan (IEP)**

- 4006.1 An assessment must be completed on each participant upon enrollment.
- A) The assessment shall be in consultation with the new participant and must consider the following:
- 1) The individual's preference of occupational category, work history, skills, talents, aptitudes, physical capabilities.
  - 2) Need for supportive services.
  - 3) Potential for performing community service training assignment duties.
  - 4) Potential for transitioning to unsubsidized employment.

- B) The SCSEP Assessment Guide (Exhibit 4000G) is used to determine the most suitable community service assignment for the participant.
- C) The assessment indicates the starting point for the participant's overall development and is the first step in writing the IEP.
- D) Assessments should be on-going and use formal and informal measures to evaluate the participant's performance, development, and potential. Assessment and reassessment are essential for monitoring the progress of the participant and should be completed in accordance with the participant's IEP.

4006.2 An IEP (Exhibit 4000H) must be completed on each participant upon enrollment. SCSEP staff use the assessment as a basis for developing an Individual Employment Plan. The IEP is an agreement between the participant and the SCSEP.

- A) The IEP sets out goals and action steps based on the assessment, which are specific, measurable, attainable, relevant, and time limited. The IEP shall be developed, and amended, in partnership and negotiated with the participant to reflect the actions steps to be achieved in order for the IEP goals to be met. The action plan may included any or all of the following:
  - 1) Pre-placement training
  - 2) Supportive services
  - 3) Occupational assessment
  - 4) In-service training
  - 5) Adult Basic Education
  - 6) Job skills training
  - 7) Job search training
  - 8) Job search
  - 9) Transfer to a new assignment
- B) The participant's IEP shall be reviewed at the completion of each identified milestone, every 30 days, or more often if appropriate, for the following reasons:
  - 1) To evaluate the progress of each participant in meeting the objectives of the IEP;
  - 2) To determine the participant's potential for transition to unsubsidized employment;
  - 3) To determine the appropriateness of the participant's current community service assignment, and
  - 4) To review progress toward the participant's employment and training objectives.
- C) At the time of the IEP review, the following documents must be completed:
  - 1) Participant Evaluation (Exhibit 4000K)
  - 2) Host Agency Supervisor Evaluation Form (Exhibit 4000L)

- D) Should the participant refuse to complete activities consistent with his/her IEP, the participant may be terminated as described in 4009.
- E) Reassessments are documented in the participant's IEP and maintained as part of the participant's permanent record.
- F) A copy of the IEP shall be distributed to the following persons:
  - 1) Participant
  - 2) Participant's Community Service Assignment supervisor.

4006.3 Reassignment of a participant to another community service assignment must be documented in the participant's file and include the following:

- A) SCSEP staff will be responsible for assessing the participant's IEP progress and reassigning the participant to another community service assignment, if necessary. The following factors shall be considered:
  - 1) The participant's progress in meeting his or her IEP goals.
  - 2) The participant's skills and aptitudes.
  - 3) The nature and location of the participant's assignment.
  - 4) The participant's general performance, age, and health.

#### **4007 Operational Procedures for Participant Services**

4007.1 The SCSEP provides coordination with other training and placement programs through the WIA One-Stop System.

4007.2 The SCSEP provides to participants training opportunities that lead to increased participant self-sufficiency.

- A) Participants who have a community service assignment may be provided the following training opportunities which are to be realistic and consistent with the participant's IEP :
  - 1) Community service job training
  - 2) Skills training
  - 3) Classroom training
  - 4) Lectures
  - 5) Seminars
  - 6) Individual instruction
  - 7) Training through other employment and training programs and/or colleges
  - 8) Self development training
- B) Participants shall not be required to pay for SCSEP training. Workers Compensation provided for participants must include coverage for all community service activities.
- C) SCSEP training is provided in the following activities:

1. Community Service Assignment

A Community Service Assignment Form (Exhibit 4000I) must be completed when an assignment to a host agency is made.

- a) Community service training is provided through a host agency and offers the participant an opportunity to receive the needed skill training detailed in their IEP.
- b) Community Service training is a participant friendly approach to serving those who are most in need. Community service training is practical, working with real tasks, with actual equipment and dealing with current issues.
- c) Community Service training is developed with the SCSEP staff, the Participant and the Host Agency Supervisor and documented on the SCSEP Community Service Assignment Description Form (Exhibit 4000J). Participants may be transferred to different community service assignments to obtain additional skills.
- d) Additional skill training is permitted and may be combined with each other and/or with job search activities or job clubs.

2) General

- a) General training is designed to enhance or refresh a participant's basic skills. It includes skills training, class room training, lectures, seminars and individual training.
- b) General training must be consistent with the participant's IEP and the costs are reasonable.
- c) General training may be combined with other training activities, such as community service, specialized training, on-the job experience, or other general training options.

3) Specialized

- a) Specialized training is designed to prepare a participant for a particular job or industry.
- b) The participant's assessment, IEP and assignment determine the training and skills needed to enhance the participant's opportunity to obtain unsubsidized employment.
- c) After completion of the specialized training, the participant may be placed into job search or job club, directly into unsubsidized employment, back into a community service assignment or on-the-job experience.

4007.3The SCSEP may provide assistance and/or arrangements for needed support services identified in the IEP. Participants may receive (but are not limited to) the following support services:



- A) Payment of reasonable costs of transportation
- B) Health care and medical services
- C) Special job-related or personal counseling
- D) Incidentals such as work shoes, badges, eyeglasses and tools
- E) Child and Adult Care
- F) Temporary shelter
- G) Follow-up services

4007.4 The SCSEP assists participants to obtain unsubsidized employment.

- A) Efforts to place the participant into unsubsidized placement should begin once the participant has been determined by the IEP to be job-ready. Placement shall be documented on the Unsubsidized Employment Form (Exhibit 4000M). The efforts may include, but not be limited, to the following:
  - 1) Coordinating with the One Stop to place the participant on an active job registry; to identify suitable, unsubsidized employment opportunities; and identify other forms of job-related assistance.
  - 2) Encouraging host agencies to hire qualified participants.
  - 3) Providing guidance to and assisting participants to contact public and private employers to identify suitable employment opportunities and arrange for interviews.
  - 4) Providing counseling on participant's progress identified in their IEP and in meeting their supportive service needs.
- B) To ensure successful placement, SCSEP staff shall provide supportive services to a participant placed in unsubsidized employment during the first 180-days of placement to determine that the participant receives needed supportive services and to determine whether the participant is still employed. Follow-up shall include, but not limited to, the following:
  - 1) Determine if the job placement is an appropriate match for the participant and the employer and how satisfactory the job placement is to the participant and the employer.
    - a) Should a problem be identified with the job placement, SCSEP staff shall work with the participant and the employer to resolve the problem. This may be accomplished through the utilization of participant services described in 4007.
  - 2) Identify potential SCSEP services required by the participant and/or the employer as described in this section.
  - 3) Maintain contact with the participant and their employer at least three times within 180-days of placement. Each follow-up shall

be documented on the Unsubsidized Employment Form (Exhibit M). Contacts shall be made within the following time intervals:

- a) Once within the first 30-days of placement.
  - b) Once within the 30 and 90-days of placement.
  - c) Once within the 90 and 180-days of placement.
- 4) If a former participant becomes unemployed after the 180-day follow-up, the participant shall be considered for re-enrollment.
- 5) Right of return is limited to participants who exit for unsubsidized employment but do not achieve 30 days of employment within 90 days of exit. Their exit is reversed.
- a) Right of return participants are allowed to return to the SCSEP within 90 days without being subject to the priorities and preferences.
  - b) Right of return participants shall be assigned to the next appropriate and available host agency assignment and the Community Service Assignment Form (Exhibit 4000I) shall be completed.
  - c) If there is not an appropriate assignment available the participant may be placed on an approved wait list until an appropriate assignment is available.

#### **4008 Operational Procedures for Wages and Fringe Benefits**

4008.1 Training wages are provided to a participant who is assigned to a community service agency.

- A) Upon community service assignment, a participant shall receive a training wage consistent with the current minimum wage.
- B) All participants must complete, sign, and submit time sheets and leave request on a regular basis to the host agency supervisor for signature. Supervisors may also request that participant keep a log of specific tasks completed.
  - 1) Time sheets must indicate the number of hours worked per day for each week. This does not include time taken for lunch. When applicable, time sheet will also indicate leave taken.

4008.2 Community service assignment fringe benefits shall be administered to all participants based on the policies of the sub grantee with the following exceptions:

- A) Workers' Compensation coverage equal to that provided by law for covered employment.
- B) All fringe benefits required by law.
- C) Offer of physical examination.

- D) All annual and sick leave earned in a Program Year (July 1 to June 30) shall be taken before the end of the same Program Year.
- E) Leave without pay, of no more than four weeks, may be granted to a participant when circumstances warrant it. Written requests for leave without pay must be approved by SCSEP staff, and must include an agreed-upon date of return to the assignment. Should the participant be unable or unwilling to return to the assignment on the agreed-upon date, his or her assignment will be terminated unless an extension is authorized by the SCSEP staff.

#### **4009 Operational Procedures for SCSEP Exits**

4009.1 Participants may be exited from the SCSEP for the following reasons:

- A) Voluntary termination
- B) Unsubsidized employment
- C) Participant was incorrectly declared eligible as described in 4009.5 and 4009.6
- D) Changes in family income which effect eligibility as described in section 4004.5.C
- E) Lack of participant cooperation
- F) Termination for cause . Cause may include, but is not limited to:
  - Refusal to cooperate in recertifying eligibility;
  - Inability and/or unwillingness to perform assigned duties;
  - Unreasonable refusal to accept a different community service assignment;
  - Unreasonable refusal to accept job referrals or cooperate with the IEP;
  - Frequent tardiness;
  - Falsification by the participant of time sheets or other official records;
  - Insubordination;
  - Obscene/abusive language or behavior;
  - Non-compliance with substance abuse policy; and
  - Failure to cooperate with grantee and/or host agency staff

4009.2 Participants who disagree with the termination described in 4009.1.F may grieve the termination as described in section 4010. When participants are terminated for cause, the SCSEP staff shall inform the participant in writing of the reasons for termination and of the right to grieve in accordance with required procedures described in section 4010.

4009.3 Participant termination must be documented to the fullest extent possible in the participant file and reported on the SCSEP Exit Form (Exhibit 4000N).

- 4009.4 When feasible, participants terminated from the SCSEP should be referred to other potential sources for assistance.
- 4009.5 If, at any time, the SCSEP staff determines that a participant was incorrectly declared eligible as a direct result of false information provided by the participant, the participant shall be terminated immediately.
- 4009.6 If, at any time, the SCSEP staff discovers that the participant, through no fault of his/her own, was incorrectly determined to be eligible, the participant shall be given written notice of termination effective 30 days from the date of notice.

#### **4010 Operational Procedures for Grievances**

- 4010.1 A copy of the grievance procedures is to be given to new participants as part of the orientation described in 4005.
- 4010.2 The participant may grieve for the following reasons: service denial and termination.
- 4010.3 The written grievance shall first be presented to the host agency Supervisor. The Supervisor shall schedule an informal meeting(s) with the participant within 14 calendar days of the grievance.
- A) If the grievance can be resolved during this meeting, the Supervisor shall provide written documentation of the resolution and submit the documentation to the participant and the SCSEP staff for the participant file.
  - B) If the grievance cannot be resolved during this meeting, the Supervisor shall schedule a meeting with the host agency Director within 14 calendar days following the informal meeting with the Supervisor and the participant.
- 4010.4 At the informal meeting with the host agency Director, the grievance shall be presented by the participant and the Supervisor to the host agency Director.
- A) If the grievance can be resolved during this meeting, the Director shall provide written documentation of the resolution and submit the documentation to the participant and the SCSEP staff for the participant file.
  - B) If the grievance cannot be resolved during this informal meeting, the Director shall schedule a formal meeting with the SCSEP staff within 14 calendar days following the meeting with the Director.
- 4010.5 The formal meeting shall consist of the following process to resolve the issue(s) during the meeting with the SCSEP staff:
- A) Written grievance statements shall be provided by the participant and the host agency Director and submitted to the SCSEP staff at least one week prior to the scheduled meeting.

- B) The SCSEP staff shall facilitate the meeting and render a decision in writing within 14 calendar days following the scheduled meeting. The decision, including the justification for the decision shall be submitted in writing to the participant and the host agency Director. A copy shall be maintained in the participant file.
- C) The participant has the a right to request an administrative review of the SCSEP staff decision by the Aging and Adult Administration Program Administrator. The Program Administrator's decision is final.
- D) The U.S. Department of Labor only reviews grievances that are in violation of federal law.

#### **4011 Operational Procedures for Case File Documentation**

4011.1 Participant files must be maintained in accordance with the requirements for confidentiality outlined in the Aging and Adult Administration Policy and Procedures Manual Chapter 1900.

- A) All information regarding the individual and their families that are obtained through program forms, interviews, assessments, evaluations, and other related activities, are confidential.
- B) Confidential information may not be revealed without the permission of the individual or the program participant.
- C) Such information should only be divulged as necessary for purposes related to the performance or evaluation of the project and only to persons having official responsibilities to the extent necessary for proper administration of the program.

4011.2 The following documentation is required to be maintained in the participant's case file by the SCSEP staff:

- A) Participant Form (Exhibit 4000A).
- B) Applicant's Confidential Statement of Income (Exhibit 4000B).
- C) I-9 Employment Eligibility Verification (Exhibit 4000C).
- D) SCSEP Participant Handbook Acknowledgement Form (Exhibit 4000D, Spanish 4000E).
- E) Physical Examination Statement (Exhibit 4000F) and/or a Record of Physical Examination(s). Physical forms must be in a separate locked file.
- F) SCSEP Assessment Guide (Exhibit 4000G).
- G) Individual Employment Plan (Exhibit 4000H).
- H) Community Service Assignment Form (Exhibit 4000I), work schedules and time sheets.
- I) SCSEP Community Service Assignment Description Form (Exhibit 4000J).

- J) Participant Evaluation (Exhibit 4000K).
- K) Host Agency Supervisor Evaluation Form (Exhibit 4000L).
- L) Unsubsidized Employment Form (Exhibit 4000M).
- M) Exit Form. (Exhibit 4000N).
- N) Case Notes documenting at a minimum supportive service referrals, counseling reports, job development efforts made and the results of the efforts, follow-up to unsubsidized placements, and other participant related activities.

#### **4012 Operational Procedures for Storage of Confidential Information**

- 4012.1 The SCSEP staff and host agencies shall ensure the confidentiality of participant information. Confidential information shall be maintained in locked files. If electronic records are utilized, confidential information must be secured.
- 4012.2 The SCSEP staff and host agencies shall retain all participant data and other records relating to the Program for a period of five years after termination.

#### **4013 Operational Procedures for Programmatic Reporting**

- 4013.1 The SCSEP staff shall ensure data is collected for SCSEP services for its respective service area. Unless otherwise approved by the Aging and Adult Administration, SCSEP will utilize the following forms for programmatic reporting:
  - A). SCSEP Performance and Results Quarterly Progress Report (SPARQ/QPR) (Exhibit N.)
- 4013.2 All data must be accurately entered in the SPARQ 2 system within **five business days of the date of the activity** to ensure timely calculation and production of the QPR.
- 4013.3 SCSEP performance is measured utilizing the following:
  - A) Placement Rate: The number of participants whose placement into unsubsidized employment became final during the reporting period divided by the total number of authorized community service positions.
  - B) Service Level: The number of participants who are active on the last day of the reporting period or who exited during the reporting period divided by the number of authorized community service positions.
  - C) Community Service: The total number of hours of community service performed during the reporting period divided by the community service goal.
  - D) Retention Rate: The number of participants placed into unsubsidized employment whose retention outcome became final within the

reporting period, i.e., who are still employed six months after the date of placement, divided by the number of participants placed into unsubsidized employment.

- E) Service to Most in Need: The number of participants who are active on the last day of the reporting period, and who are over the age of 60 and have one or more of the following; and income at or below the poverty level; physical or mental disabilities, language barriers (LEP or literacy), cultural social or geographical isolation; poor employment history, or prospects; or other social barriers divided by the total number of participants.
- F) Customer Satisfaction: Average quarterly satisfaction index for employers; average annual satisfaction index for participants; annual average satisfaction index for host agencies.

4013.4 Department of Labor Common Measures required as data reporting requirements for the Department of Labor funded job programs include the following:

- A) Six Months Earnings Increase: Of those participants who are employed in the first quarter after program exit, earnings in the second and third quarters after the exit quarter minus earnings in the second quarter of participation, divided by the number of exiters during the period.
- B) Entered Employment: Of those not employed at the time of participation, the number of participants employed in the first quarter after exit divided by the number of participants who exit during the quarter.
- C) Employment Retention: Of those participants who are employed in the first quarter after exit, the number employed in both second and third quarters after exit divided by the number of participants employed in the first quarter after the quarter exit.

#### **EXHIBITS**

<b>4000A</b>	<b>Participant Form</b>
<b>4000B</b>	<b>Applicant's Confidential Statement of Income</b>
<b>4000C</b>	<b>I-9 Employment Eligibility Verification</b>
<b>4000D</b>	<b>Participant Handbook</b>
<b>4000E</b>	<b>Participant Handbook, Spanish (Manual Para El Participante)</b>
<b>4000F</b>	<b>Physical Examination Statement</b>
<b>4000G</b>	<b>SCSEP Assessment Guide</b>
<b>4000H</b>	<b>Individual Employment Plan</b>
<b>4000I</b>	<b>Community Service Assignment Form</b>
<b>4000J</b>	<b>SCSEP Community Service Assignment Description Form</b>
<b>4000K</b>	<b>Participant's Evaluation Form</b>
<b>4000L</b>	<b>Host Agency Supervisor's Evaluation Form</b>
<b>4000M</b>	<b>Unsubsidized Employment Form</b>
<b>4000N</b>	<b>Exit Form</b>
<b>4000O</b>	<b>SCSEP Quarterly Progress Report - ETA 5140</b>